



# COURSE WITHDRAWAL FORM

80 Vandenberg Ave, Troy, NY 12180 (518) 629-4574 www.hvcc.edu

Use this form to withdraw from a course(s) if you are remaining scheduled in at least one other course. If you are withdrawing from all of your courses and have no other courses within the term that have already ended, you must complete a Total Withdrawal Form.

### Directions:

1. Download the form and complete all requested information (print clearly).
2. Send to your academic advisor/department chairperson as an attachment to a message from your *HVCC student e-mail*.
3. After review and approval, the form must be forwarded to registrar@hvcc.edu by the withdrawal deadline.

**IMPORTANT:** Dating this form by the withdrawal deadline and submitting it late is NOT acceptable. The form must be received by the Registrar's Office no later than the close of business on the withdrawal deadline. For purposes of refunds/tuition adjustments, the effective date is the date this form is received by the Registrar's Office. Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal and is not grounds for a refund exception. Please refer to the website for information about specific deadlines and office hours.

### Student Information:

|                 |                                    |   |
|-----------------|------------------------------------|---|
| Name _____      |                                    |   |
| Last            | First                              | MI  |
| ID Number _____ | Program _____                      |   |
| Year _____      | Term <input type="checkbox"/> Fall | <input type="checkbox"/> Spring <input type="checkbox"/> Summer |

### Course Information (please complete all items):

| CRN                      | Subject     | Course #   | Section # | Title                        |
|--------------------------|-------------|------------|-----------|------------------------------|
| <i>Example<br/>12345</i> | <i>ENGL</i> | <i>101</i> | <i>09</i> | <i>English Composition I</i> |
|                          |             |            |           |                              |
|                          |             |            |           |                              |
|                          |             |            |           |                              |

A course withdrawal(s) may affect your student status and eligibility including, but not limited to, the following areas:

- Academic Standing
- Federal Financial Aid (Pell, loans, etc.)
- Athletics
- State Financial Aid (TAP, APTS, VTA, etc.)
- Student Activities
- Veteran Benefits

It is your responsibility to understand the impact this withdrawal may have on the above for both the current and future semesters. You are strongly encouraged to discuss the potential effects with the appropriate individuals at the College. Further information can be found in the college catalog.

By entering my name below, I am confirming that I have read and understand the statement above and know that this withdrawal may affect my student status and/or eligibility.

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor Name** \_\_\_\_\_ **Date** \_\_\_\_\_

|   |
|---|
| Office use only:<br>Date Received _____ |
| Initials _____                          |